

## **CCF School Staff Instructor (SSI)**

### **Job Description**

The SSI is the key enabler of success in a CCF Contingent. They are school employees, recruited by the school to handle the administration and logistics for the Contingent.

The SSI enables the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities. The SSI works directly to the Contingent Commander.

#### **Reports to:**

Contingent Commander or other appropriate supervisor

#### **Safeguarding:**

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

#### **Key Responsibilities:**

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment through CCF participation.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy's ethos providing equal opportunities for all.
- To take an active responsibility for the safeguarding and welfare of all students and young people within the academy.
- To support the Contingent Commander in running the CCF.
- Develop a culture within the academy to ensure a flourishing CCF
- To administer the CCF including HR, payroll, and maintain the CCF MIS.
- To organise and deliver appropriate military training in conjunction with the Contingent Commander and Section Officers.
- Develop Cadet Force Adult Volunteers (CFAV's) to ensure they attend relevant courses.
- Be the subject Matter Expert on all CCF matters including respective single service policy and doctrine.
- Be responsible for all aspects of security and maintenance of issued kit, equipment, and weapons.
- Support the organisation and delivery of all CCF activities.
- Ensure all aspects of Health and Safety are of the highest standards.
- Act as liaison with sponsor units, single service HQ's, and the local Cadet Training Teams.
- Lead on development of Duke of Edinburgh Awards.
- Supporting staff with a range of education activities which may include alternative provision, STEM, outdoor education, aspects of career advice, literacy and numeracy.

### **Logistics, Medical, and Finance:**

- Physical maintenance and operation of Equipment and Materiel Stores.
- The preparation and submission of bills to the Contingent Commander for the recovery of monies for equipment losses
- Liaison with single Service support staff for single Service clothing and equipment issue.
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.
- Carrying out mandated checks on weapons.
- Reporting of faults, issues and damage to MOD issued equipment and weapons, and arranging for appropriate remedial action.
- Ensuring all relevant inspection regimes are adhered to and correctly administered and liaison with external bodies is conducted in a timely manner where required.
- Carrying out weekly and monthly equipment and maintenance (i.e., ensuring weapon cleaning is carried out) checks, as required.
- The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- The centralisation of all demands for new clothing items due to kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all accounts.
- The control and maintenance of the Contingent Loan Stores account.
- The raising of issue and receipt vouchers for all Loan Stores.
- The maintenance and operation of the Loan Stores account.
- Managing the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.

### **Activities and Training:**

- Reconnaissance. Attending recces of proposed activities from an administrative standpoint and liaison with catering/accommodation points of contact.
- Confirming and arranging Cadet activities and sServices Training Support Teams attendance.
- The operation of administrative support for the Contingent during external activities.
- Managing the Contingent Forecast of Events and carrying out action where required to ensure activities take place.
- The recording of activities on MIS with appropriate supporting documentation and timely submission to single Service HQs where their advice, approval or assurance is required.
- CCFs with RM and Army Sections this is a vital part of the SSI role in terms of the security and maintenance of weapons.

### **Security:**

- Security of all weapons and ammunition. Not all CCFs have weapons but for the majority of CCFs with RM and Army Sections this is a vital part of the SSI role in terms of the security and maintenance of weapons.
- Be the point of contact within a Contingent for all matters relating to Security.

**Communications:**

- Conferences. Attendance at all Chain of Command SSI conferences and briefings, and single Service conferences as required.
- Ensuring all relevant parties are always aware of relevant information.
- Ensuring both Cadets and CFAVs are aware of training programmes, lessons and upcoming events and activities.
- Disseminating information to relevant people by appropriate means where required.

**Other:**

- The postholder will be expected to undertake First Aid at Work training and to be part of the wider team supporting our Health and Wellbeing Officer to deliver first aid support across the School.
- All members of Support Staff must be flexible and prepared to support one another and work collaboratively during the delivery of projects or during particularly busy periods for one or more of the wider team's functions.

**General:**

- Support the ethos of this busy secondary school, working in accordance with its aims and ethos.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the School.
- Contribute to the School's improvement by identifying key priorities for development.
- Appreciate and support the role of other professionals, establishing constructive working relationships and lines of communication as required.
- Participate in training and development activities.
- Attend and participate in meetings as required.
- Have an active knowledge of, comply with, and assist with the development of policies and procedures, reporting all concerns to the appropriate person, in respect of: safeguarding; health, safety and security; confidentiality; and data protection.
- Perform any other duties as reasonably requested by the Headmaster and Senior Leadership team.

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

**Signed (Job Holder)** \_\_\_\_\_

**Date** \_\_\_\_\_